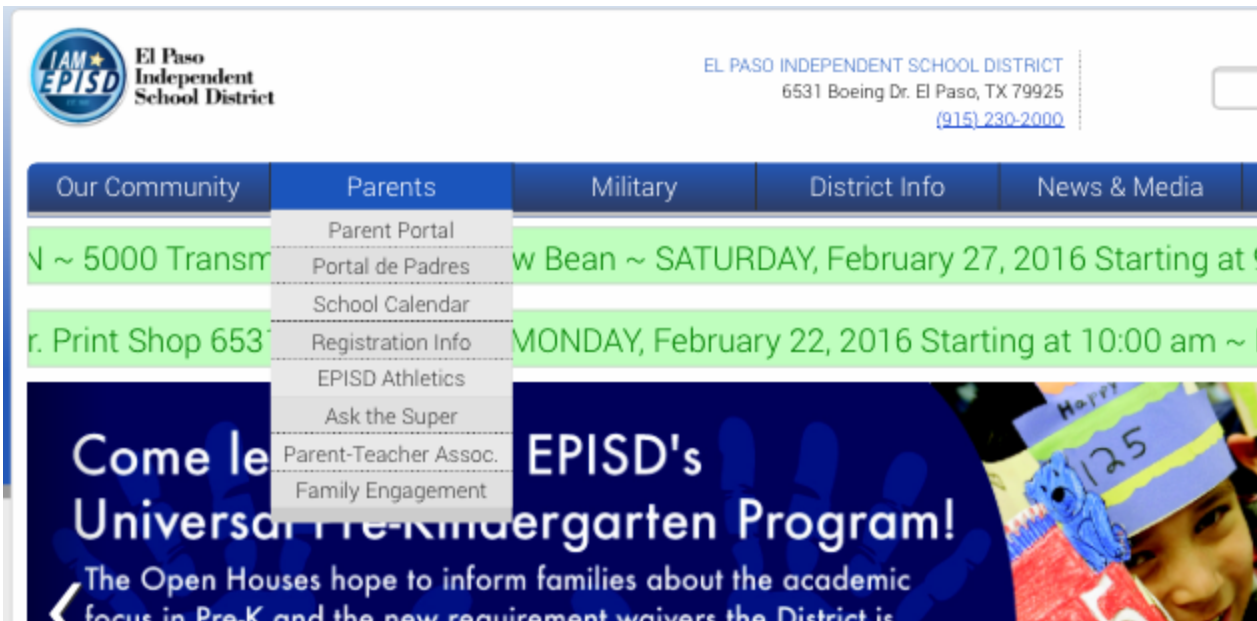


## 2016-2017 Online Pupil Transfer request instructions

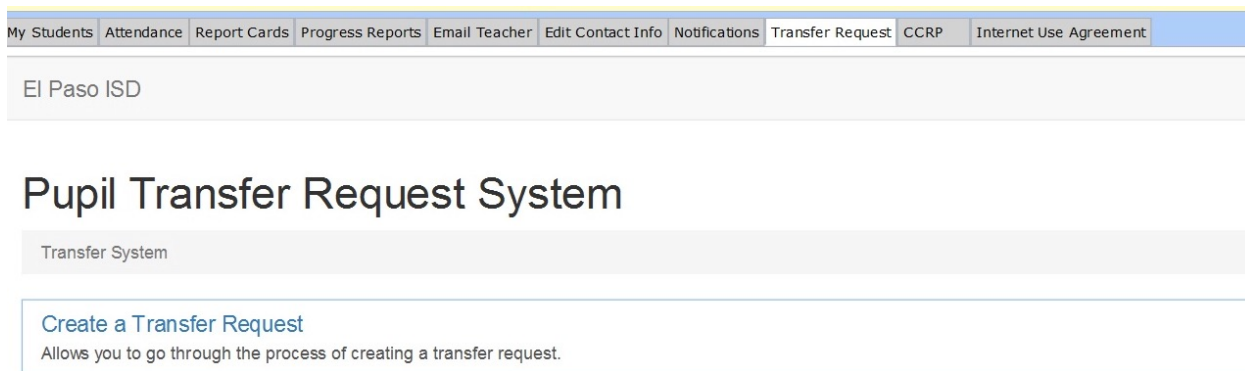
- Go to [www.episd.org](http://www.episd.org)
- Click on the “Parent” pull down menu tab at the top of the page
- Click on Parent portal; log in:



The screenshot shows the El Paso Independent School District website. The header includes the EPISD logo and contact information: EL PASO INDEPENDENT SCHOOL DISTRICT, 6531 Boeing Dr. El Paso, TX 79925, and phone number (915) 230-2000. The navigation menu has tabs for 'Our Community', 'Parents', 'Military', 'District Info', and 'News & Media'. The 'Parents' dropdown menu is open, showing options: Parent Portal, Portal de Padres, School Calendar, Registration Info, EPISD Athletics, Ask the Super, Parent-Teacher Assoc., and Family Engagement. Below the menu is a banner for 'EPISD's Universal Pre-Kindergarten Program!' with a photo of a child.

*(If you have never used parent portal, please contact the PEIMS clerk at your child's current campus to get set up)*

- Click on the “Transfer Request” tab
- click on “Create a Transfer Request”



The screenshot shows the 'Transfer Request' tab selected in the parent portal. The navigation bar includes: My Students, Attendance, Report Cards, Progress Reports, Email Teacher, Edit Contact Info, Notifications, Transfer Request, CCRP, and Internet Use Agreement. Below the navigation bar is the text 'El Paso ISD'. The main heading is 'Pupil Transfer Request System'. Underneath, there is a 'Transfer System' section with a link 'Create a Transfer Request' and a description: 'Allows you to go through the process of creating a transfer request.'

- Fill in and verify the **student** information:

Transfer System / Create Transfer Request

Student Info

Student Information

Student ID	Last Name	First Name	Middle Name
	Ruybe		

Grade	Age	Date of Birth	Gender	Ethnicity
	8	0 /04/19	M	HISPANIC

Full Address (Street, Apt, etc.)

E California Ave

Zip Code

79902

School Information

Current School Enrolled & Address

(006) School

- Type El Paso High School in the “requested campus” window
- Select 2016-2017 in the “School Year”

0 /04/19 M HISPANIC

Full Address (Street, Apt, etc.)

E California Ave

Zip Code

79902

School Information

Current School Enrolled & Address

(006) School

Requested Campus

School Year

2015-2

Cancel Next

- Fill in/verify **parent** information:

My Students Attendance Report Cards Progress Reports Email Teacher Edit Contact Info Notifications Transfer Request CCRP Internet Use Agreement

El Paso ISD

## Transfer Request - Create Transfer Request

Transfer System / Create Transfer Request

Student Info Parent/Guardian Info

### Parent/Guardian Information

Mother (Mother)

Mother's Name DOB

Mariaelena Ruybe

Mother Address:

- Click on “Reason for Transfer” tab
- Check the “Special Program” box, and type in **El Paso HS Dual Language Magnet**

My Students Attendance Report Cards Progress Reports Email Teacher Edit Contact Info Notifications Transfer Request CCRP Internet Use Agreement

El Paso ISD

## Transfer Request - Create Transfer Request

Transfer System / Create Transfer Request

Student Info Parent/Guardian Info Reason for Transfer

Specific Reason for Reassignment of Schools

PEG/AYP 
  District Employee 
  Graduating Senior 
  Safety (Attach police report/evidence) 
  Other:

Active Duty Military-Assigned to Ft. Bliss (Parent/legal guardian only & living in El Paso county)

Contiguous boundary CISD (Pinar del Rio St) (Tuition exemption)

Home purchase/New construction completed within school year (Provide contract)

**Special Program: Connecting Worlds/Mundos Unidos**

Started may continue (campus only/may stay at his/her home school only until end of the school year.)

Grandparent resides in District and provides care 2+ hrs/5 days per week (Not applicable to Great Grandparents.) **Student's parents must res only.**

Unsupervised student due to work/full-time school schedule of parents (Attach evidence). **PK-12 years of age only.**

- Initial and sign:

El Paso ISD

## Transfer Request - Create Transfer Request

Transfer System / Create Transfer Request

Student Info Parent/Guardian Info Reason for Transfer Confirmation & Summary

False Records (Initial Below)

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable if false information. This is a criminal offense under Penal Code § 37.10, punishable as a misdemeanor. The parent or re maximum tuition fee the District may charge if the student is ineligible for enrollment or the amount the District has budg information provided is true and any false information provided could result in tuition charges.

My signature below acknowledges my understanding and agreement for requirement of transfers: 1) transfers may be r discipline, attendance/tardies, low grades/failing any portion of state assessments, absence of parent cooperation; and reviewed at the end of every grading period.

- After you've submitted your Pupil Transfer Request, an email receipt will be sent to you with additional information regarding the process. This email will also contain your confirmation number, so that you're able to track the request.
- Be sure to check back in to Parent Portal regularly and track what stage your PTR is in.
- NO ADDITIONAL DOCUMENTATION IS NEEDED

**PUPIL TRANSFER REQUEST DEADLINE:**

**APRIL 8, 2016**

